



MANUAL DEL EXPOSITOR

EXHIBICIÓN DE PRODUCTOS EN LÍNEA



www.ina-lac.com

ACCEDER EL PANEL DEL EXPOSITOR

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us

EN LOG IN / SIGN UP

LOG IN AS VISITORS EXHIBITORS

Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur.

E-mail E-mail address

Password Min. 6 characters

Forgot Password ? LOG IN

Don't have an exhibitor account? JOIN AS EXHIBITOR

INDONESIA'S HIGHLIGHTS

FUTURE ECONOMY POWERHOUSE
Largest economy in Southeast Asia, and 10th largest world's economy in terms of purchasing power parity.

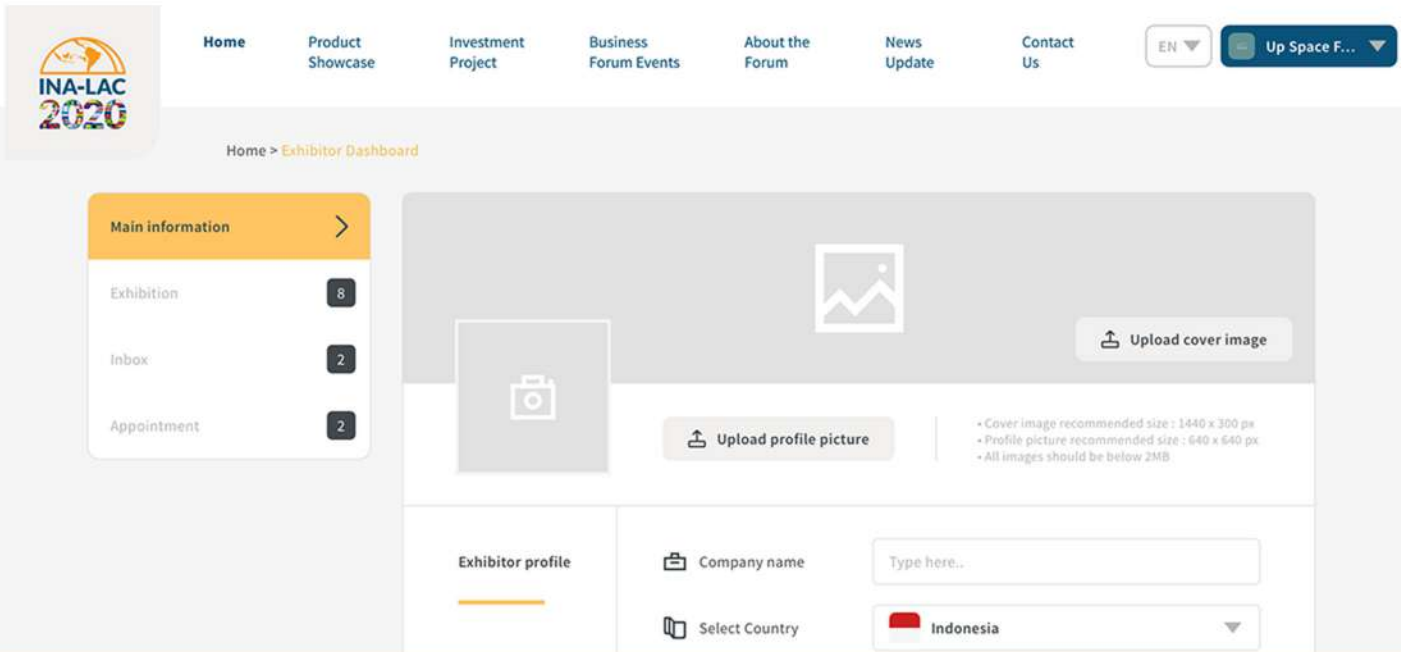
HOST OF INTERNATIONAL EVENTS
Asian-African Conference, The Annual Meeting of IMF & World Bank Group, ASIAN GAMES 2018.

ACCLAIMED TRAVEL DESTINATIONS
New7Wonders of Nature – Komodo National Park, UNESCO World Heritage Sites, and many travel wonders.

DIVERSE & PRESTIGIOUS CULTURE
300+ ethnic groups, 700+ languages, abundant valuable preserved cultures, including UNESCO Intangible Cultural Heritage of Humanity – Batik painting.

1. Visita www.ina-lac.com en su navegador.
2. Haga clic en el botón LOG IN en la esquina superior de la pagina de inicio.
3. Seleccione como EXHIBITOR en la ventana emergente.
4. Complete el e-mail y password que utilizó para registrarse.
5. Haga clic en LOG IN para continuar.

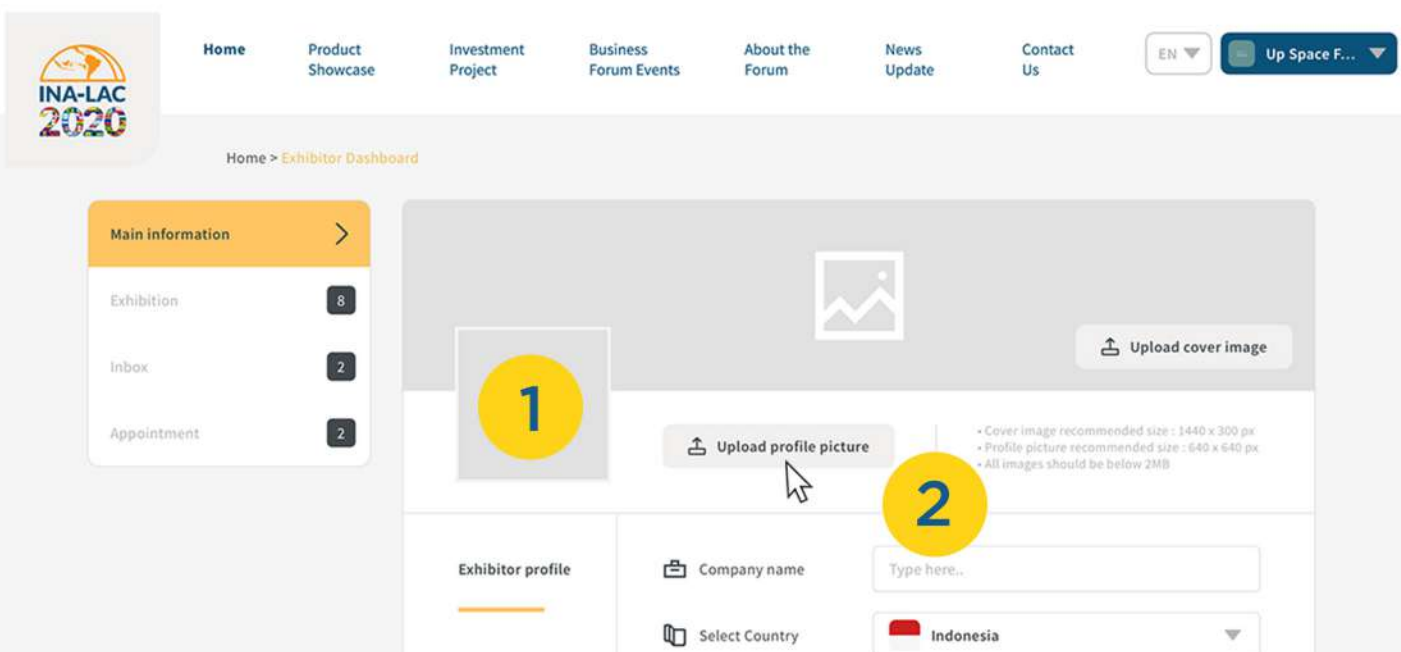
PANEL DEL EXPOSITOR



6. Una vez que haya iniciado sesión, verá la página del Panel del Expositor.
7. Como expositor, le recomendamos que complete su página con la información adecuada sobre su perfil y catálogo de productos.

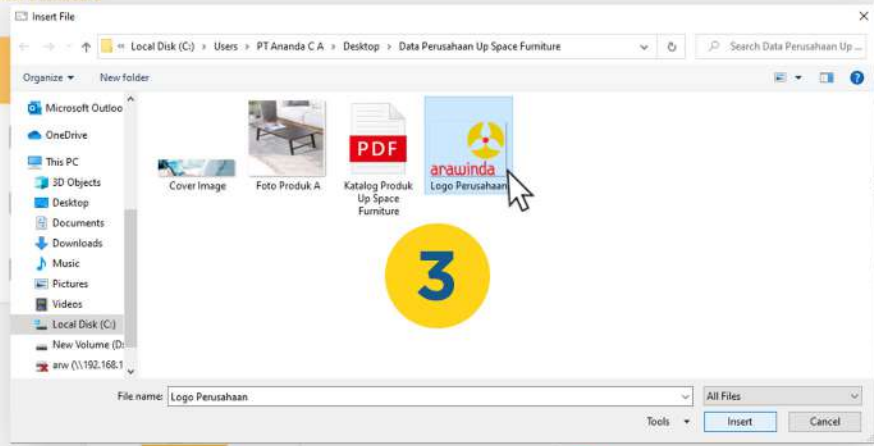
PANEL DEL EXPOSITOR

#1 Imagen de Perfil



Main information

- Exhibition
- Inbox
- Appointment



1. PROFILE PICTURE - el logotipo de su empresa.
2. Haga clic en el botón UPLOAD PICTURE PROFILE en la parte superior de la pagina.
3. Seleccione un archivo de su computadora o dispositivo.
4. El tamaño recomendado es CUADRADO **640 x 640 px** y **max. 500 KB** para cada archivo.

PANEL DEL EXPOSITOR

#2 Imagen de Portada

The screenshot shows the Exhibitor Dashboard interface. On the left is a navigation menu with 'Main information' selected. The main content area has a header with a camera icon and an 'Upload cover image' button (labeled 1). Below it is an 'Upload profile picture' button (labeled 2). To the right of the 'Upload profile picture' button, there is a list of instructions: 'Cover image recommended size : 1440 x 300 px', 'Profile picture recommended size : 640 x 640 px', and 'All images should be below 2MB'. Below these buttons is the 'Exhibitor profile' section with form fields for 'Company name', 'Select Country' (set to Indonesia), 'PIC name', and 'E-mail Address'.

PANEL DEL EXPOSITOR

#2 Imagen de Portada

The screenshot displays the exhibitor dashboard interface. At the top left is the INA-LAC 2020 logo. The navigation menu includes Home, Product Showcase, Investment Project, Business Forum Events, About the Forum, News Update, and Contact Us. A language dropdown is set to EN, and a user profile icon is labeled 'Up Space F...'. The breadcrumb trail shows 'Home > Exhibitor Dashboard'. On the left, a sidebar menu has 'Main information' selected, with sub-items for Exhibition (8), Inbox (2), and Appointment (2). The main content area features an 'Upload cover image' button, an 'Upload profile picture' button, and a text input for 'Company name'. Below this is the 'Exhibitor profile' section with a text input for 'About Exhibitor'. A file explorer window is open, showing the 'Cover Image' file selected in the 'Data Perusahaan Up Space Furniture' folder. A large yellow circle with the number '3' is overlaid on the file explorer. The file explorer shows various files including 'Cover Image', 'Foto Produk A', 'Katalog Produk Up Space Furniture', and 'Logo Perusahaan'.

1. COVER IMAGE - Portada de la pagina del Expositor (podría ser la imagen o foto decorativa de su empresa).
2. Haga clic en UPLOAD COVER IMAGE en la parte superior derecha de la página.
3. Seleccione un archivo de su computadora/dispositivo y cárguelo.
4. El tamaño recomendado es **1440 x 300 px**, y **max. 1 MB**.

PANEL DEL EXPOSITOR

#3A Detalles del Perfil de la Empresa

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home > Exhibitor Dashboard

Main information >

Exhibition 8

Inbox 2

Appointment 2

1

Upload cover image

Upload profile picture

Cover image recommended size: 1440 x 300 px
Profile picture recommended size: 640 x 640 px
All images should be below 2MB

Exhibitor profile

Company name Type here..

Select Country Indonesia

PIC name Type here..

E-mail Address Type here..

Business sector Select business sector 2

Phone number Type here..

Company's Website Type here..

Password Min. 6 characters

Confirm Password Min. 6 characters

About Exhibitor

Write description about your company here:

Type here.. 3

Media

Add and embed your video link below:

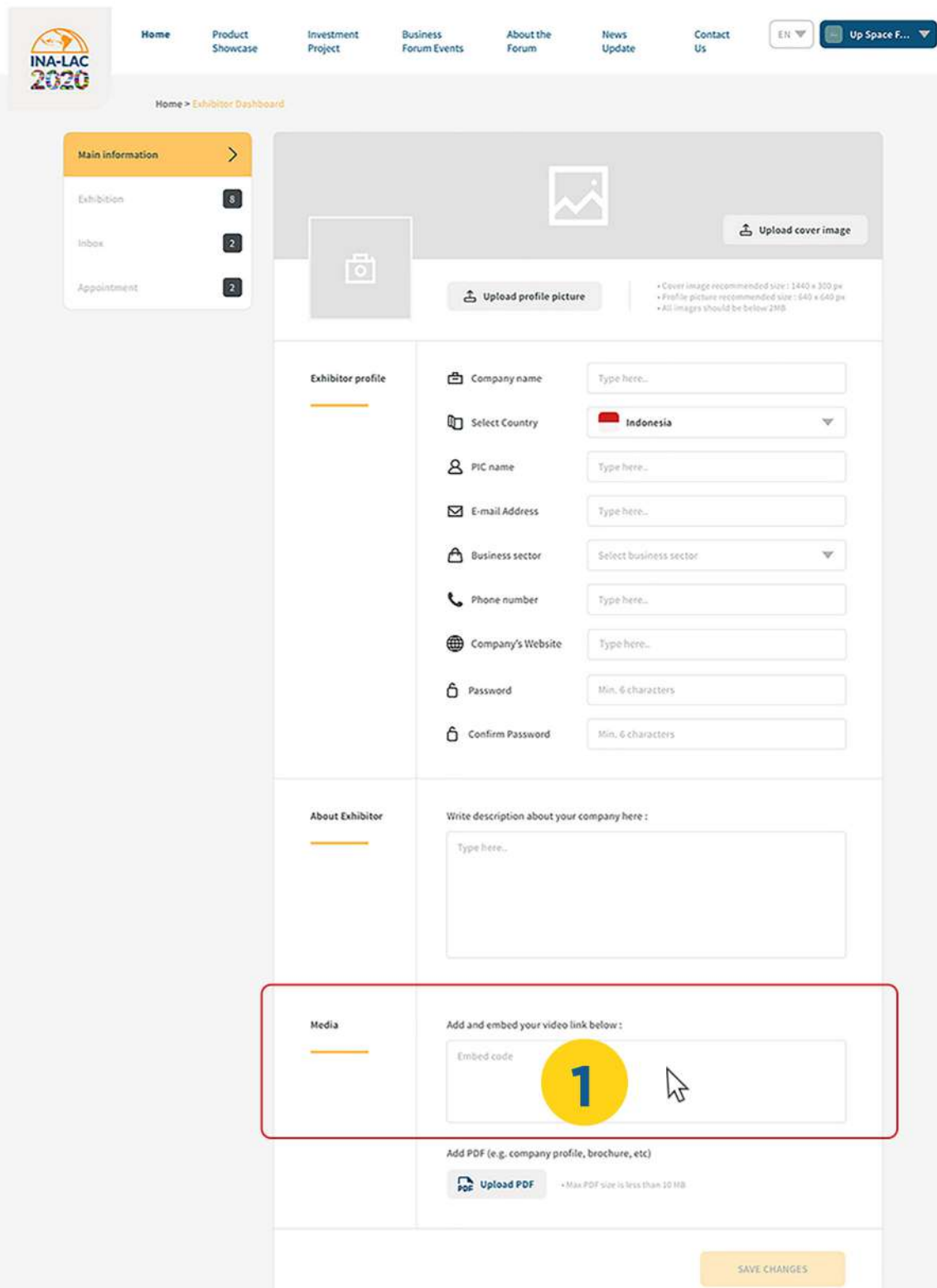
Embed code 4

Add PDF (e.g. company profile, brochure, etc)

1. EXHIBITOR PROFILE - la credencial de su empresa.
2. Asegúrese de completar todos los campos correctamente si no lo ha hecho durante el proceso de registro.
3. Asegúrese de incluir un correo electrónico y un número de teléfono válidos, ya que serán el medio principal para que los visitantes/compradores se comuniquen con usted.
4. ABOUT EXHIBITOR - breve descripción sobre su empresa, productos o servicios, etc. (800 caracteres para una visualización óptima)

PANEL DEL EXPOSITOR

#3B Video Perfil de la Empresa



The screenshot shows the exhibitor dashboard for INA-LAC 2020. The navigation menu includes Home, Product Showcase, Investment Project, Business Forum Events, About the Forum, News Update, and Contact Us. The main content area is titled 'Exhibitor Dashboard' and contains several sections: 'Main information' (Exhibition: 8, Inbox: 2, Appointment: 2), 'Exhibitor profile' (Company name, Select Country: Indonesia, PIC name, E-mail Address, Business sector, Phone number, Company's Website, Password, Confirm Password), 'About Exhibitor' (Write description about your company here), and 'Media' (Add and embed your video link below). The 'Media' section is highlighted with a red box, and a yellow circle with the number '1' is placed over the 'Embed code' field. A mouse cursor points to the field. Below the 'Media' section, there is an 'Add PDF' button and a 'SAVE CHANGES' button.

1

1. Su página será más atractiva si está equipada con un video sobre su empresa o exhibición de productos.
2. Puede vincular su video de YouTube (consulte la pagina siguiente para obtener instrucciones si aún no está familiarizado con él).

#3B Company's Video Profile

Vincular Video de YouTube en su página de expositor

The image consists of three vertically stacked screenshots of a YouTube video player interface, illustrating the steps to embed a video. The video title is 'Company Profile Up Space Furniture'. Step 1 (yellow circle 1) shows the user logged into their YouTube account. Step 2 (yellow circle 2) shows the user clicking the 'VIDEO' icon in the top right corner. Step 3 (yellow circle 3) shows the user clicking the 'SHARE' icon below the video player. Step 4 (yellow circle 4) shows the user clicking the 'EMBED' icon in the sharing menu. Step 5 (yellow circle 5) shows the user clicking the 'COPY' icon in the embed code window.

1. Vaya a su cuenta de YouTube.
2. Puede optar por subir un nuevo video o tomar un video publicado desde su canal de YouTube.
3. Para cargar un nuevo video, haga clic en el ícono VIDEO en la parte superior derecha de la página de YouTube y seleccione UPLOAD VIDEO. Seleccione un archivo y sube el video a tu canal.
4. Para tomar un video publicado de su canal de YouTube, haga clic en el ícono SHARE debajo del marco de su video y luego haga clic en el ícono EMBED.
5. Haga clic en COPY en la parte inferior derecha de la ventana emergente para que su secuencia de comandos se copie automáticamente.
6. Pegue el script para insertar en el campo MEDIA del Panel del Expositor.

PANEL DEL EXPOSITOR

#3C Documento de Perfil de la Empresa

The screenshot shows the 'Exhibitor Dashboard' for 'INA-LAC 2020'. The main navigation includes Home, Product Showcase, Investment Project, Business Forum Events, About the Forum, News Update, and Contact Us. The user is logged in as 'EH' and has 'Up Space F...' available. The dashboard is titled 'Home > Exhibitor Dashboard'.

Main information

- Exhibition: 8
- Inbox: 2
- Appointment: 2

Exhibitor profile

- Company name: Type here..
- Select Country: Indonesia
- PIC name: Type here..
- E-mail Address: Type here..
- Business sector: Select business sector
- Phone number: Type here..
- Company's Website: Type here..
- Password: Min. 6 characters
- Confirm Password: Min. 6 characters

About Exhibitor

Write description about your company here:

Type here..

Media

Add and embed your video link below:

Embed code

Add PDF (e.g. company profile, brochure, etc)

Upload PDF → Max PDF size is less than 10 MB

1

SAVE CHANGES

1. Puede cargar un documento sobre su empresa o catálogo/folleto de productos en formato .PDF.
2. Haga clic en el botón Upload PDF en la sección MEDIA.
3. Elija un archivo .PDF de su computadora/dispositivo y cárguelo (tamaño máximo de archivo: 10MB).

PANEL DEL EXPOSITOR

#4 EXHIBICIÓN DE PRODUCTOS

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home > Exhibitor Dashboard

1





Main Information

Exhibition >

Inbox 2

Appointment 22

LIST OF EXHIBITS 12 + ADD NEW EXHIBITS

<input type="checkbox"/>	Exhibits information TL	SKU/Code TL	Categories TL	Action
<input type="checkbox"/>	 Rolf Table 1000 / Meja Lipat / Meja Kerja / Meja Kayu / Mej..	US-029230	Meja	
<input type="checkbox"/>	 Peanut Table 600 / Meja Laptop / Meja kayu Unik	US-029230	Meja	

2

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home > Exhibitor Dashboard > Exhibition > Add new exhibit

ADD NEW EXHIBIT

Upload exhibit picture 3

• Picture format: .gif, .jpg, .png with minimum size 500x500 px
• For a better optimization, the recommended size are 700x700 px

Insert File

Local Disk (C:) > Users > PT Ananda C A > Desktop > Data Perusahaan Up Space Furniture

Search Data Perusahaan Up...

Organize New folder

Microsoft Outlook OneDrive This PC 3D Objects Desktop Documents Downloads Music Pictures Videos Local Disk (C:) New Volume (D:) anw (\\192.168.1...

Cover Image Foto Produk A Katalog Produk Up Space Furniture Logo Perusahaan

File name: Foto Produk A All Files

Tools Insert Cancel

CANCEL SAVE CHANGES

1. Haga clic en EXHIBITION en los menús del lado izquierdo de la página Panel del Expositor.
2. Haga clic en UPLOAD EXHIBIT PICTURES.
3. Seleccione la foto/imagen del producto que desea mostrar.

PANEL DEL EXPOSITOR

#4 EXHIBICIÓN DE PRODUCTOS

[Home](#)[Product Showcase](#)[Investment Project](#)[Business Forum Events](#)[About the Forum](#)[News Update](#)[Contact Us](#)

EN ▾

Up Space F... ▾

[Home](#) > [Exhibitor Dashboard](#) > [Exhibition](#) > [Add new exhibit](#)

ADD NEW EXHIBIT

[Change picture](#)

• Picture format can be .jpeg .jpg or .png with minimum size 500x500 px
• For a better optimization, the recommended size are 700x700 px

Exhibit name

Code / SKU

Categories

Origin country

Dimension/Size

Description


Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.

[CANCEL](#)[SAVE CHANGES](#)

1. Complete la descripción - nombre e información detallada de su producto.
2. Una vez completados los campos, haga clic en SAVE CHANGES.
3. Siempre puede editar cualquier información del producto y guardar los cambios o eliminar el producto por completo.

PANEL DEL EXPOSITOR

#4 EXHIBICIÓN DE PRODUCTOS



Home About the Forum Online Exhibition Business Forum Events News Update Investment Center Contact Us

EN Up Space F...





Home > Exhibitor Dashboard


Main information
Exhibition >
Inbox 2
Appointment 22

1 new exhibit has been added successfully. You can see it in the list of exhibits below

LIST OF EXHIBITS 12

+ ADD NEW EXHIBITS


<input type="checkbox"/>	Exhibits information	SKU/Code	Categories	Action
<input type="checkbox"/>	 Rolf Table 1000 / Meja Lipat / Meja Kerja / Meja Kayu / Mej..	US-029230	Meja	
<input type="checkbox"/>	 Peanut Table 800 / Meja Laptop / Meja kayu Unik	US-029230	Meja	



Home About the Forum Online Exhibition Business Forum Events News Update Investment Center Contact Us

EN LOG IN / SIGN UP

Home > Online Exhibition > Up Space Furniture > Table > Rolf Table 1000 / Meja Lipat / Meja Kerja / Meja Kayu



ROLF TABLE 1000 / MEJA LIPAT / MEJA KERJA / MEJA KAYU

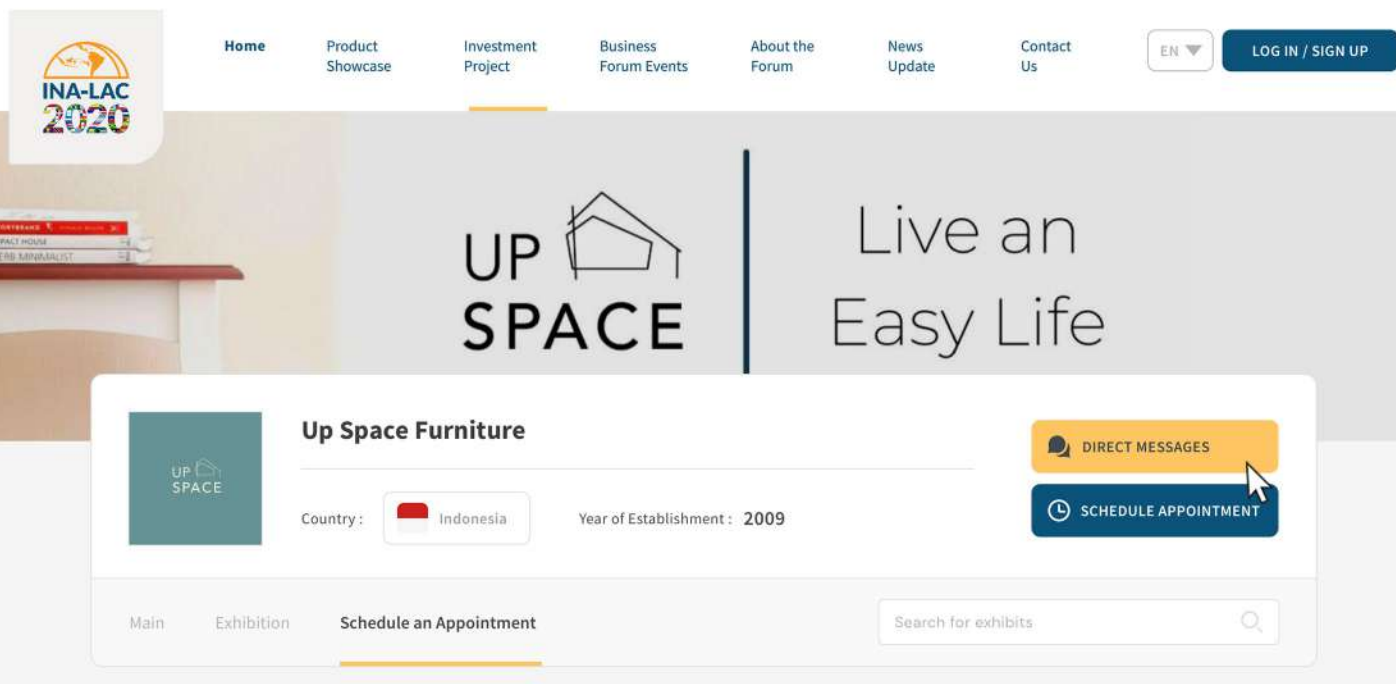
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.

Categories	Exhibit code	Origin	Dimension
------------	--------------	--------	-----------

1. Después de guardar los datos, la exhibición de productos se cargará automáticamente en su página de Expositor.
2. Repita los pasos para cargar otra presentación de productos en su página.

EXHIBITOR PAGE

Función MENSAJE DIRECTO



INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN LOG IN / SIGN UP

UP SPACE

Live an Easy Life

Up Space Furniture

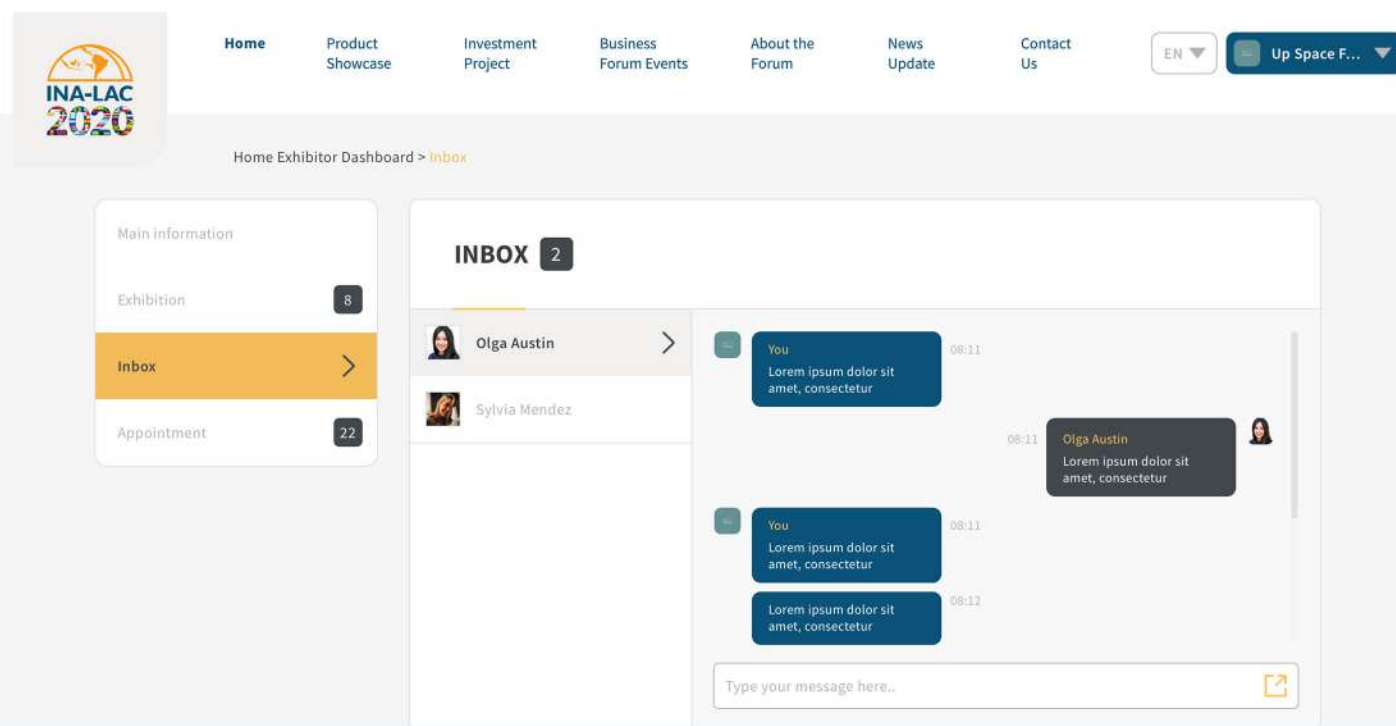
Country: Indonesia Year of Establishment: 2009

DIRECT MESSAGES

SCHEDULE APPOINTMENT

Main Exhibition Schedule an Appointment

Search for exhibits



INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home Exhibitor Dashboard > Inbox

Main information

Exhibition 8

Inbox

Appointment 22

INBOX 2

Olga Austin

Sylvia Mendez

You 08:11

Olga Austin 08:11

You 08:11

You 08:12

Type your message here...

1. En la página del Expositor, hay una función de DIRECT MESSAGE que puede facilitar la interacción directa con el visitante/comprador.
2. El visitante puede acceder a esta función haciendo clic en el botón justo debajo de la imagen de portada de cada página de expositor.
3. Cuando un Visitante le envía un mensaje, recibirá una notificación en su menú INBOX en la página del Panel del Expositor.

EXHIBITOR PAGE

Función PROGRAMAR CITA

The screenshot shows the exhibitor profile for 'Up Space Furniture'. The profile includes a logo, a country selection (Indonesia), and a year of establishment (2009). There are two main buttons: 'DIRECT MESSAGES' and 'SCHEDULE APPOINTMENT'. A mouse cursor is pointing at the 'SCHEDULE APPOINTMENT' button. Below the profile, there are navigation tabs for 'Main', 'Exhibition', and 'Schedule an Appointment', with the latter being the active tab. A search bar for exhibits is also visible.

The screenshot shows the exhibitor dashboard with the 'APPOINTMENTS' section active. The dashboard includes a sidebar with navigation options: 'Main information', 'Exhibition' (8), 'Inbox' (2), and 'Appointment'. The 'APPOINTMENTS' section shows a total of 22 appointments. There are two tabs: 'Set availability' and 'Current schedules'. The 'Current schedules' tab is active, showing a table with columns for 'Available', 'Day', 'Hour', and 'Action'. Two items are selected, and a 'REMOVE SELECTED' button is visible.

Available	Day	Hour	Action
<input checked="" type="checkbox"/>	Monday	10.30 - 11.00	
<input checked="" type="checkbox"/>	Monday	14.30 - 15.00	
<input type="checkbox"/>	Friday	10.30 - 11.00	

1. También hay una función para que el visitante/comprador solicite una reunión individual con el Expositor a través del menú APPOINTMENT.
2. Una vez que el visitante le haya enviado una fecha y hora solicitada para una reunión, recibirá una notificación en el menú APPOINTMENT en la página del Panel de control del Expositor.
3. La notificación de la cita también se enviará a su correo electrónico registrado.
4. Usted puede responder al visitante o comprador y organizar una reunión virtual según la conveniencia de ambas partes.



¡GRACIAS Y SUERTE!

